



City of Austin - JOB DESCRIPTION



Austin Resource Recovery Supervisor

FLSA:	Standard/Non-Exempt	EEO Category:	(50) Para-Prof
Class Code:	18217	Salary Grade:	RB6
Approved:		Last Revised:	April 11, 2013

Purpose:

Under general supervision, supervise Austin Resource Recovery operational personnel employees engaged in operational support activities or in the pickup, removal and disposal of recovered resources such trash, recyclables, brush, yard trimmings, bulk, dead animals, street cleaning activities, litter collection and household composting items.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Complete Supervisor Training Academy program within One (1) year of hire
2. Plan, develop, organize, evaluate, manage, and monitor the section's budget, programs, projects and activities
3. Order supplies, maintain inventory, make purchases, monitor contracts and recommend/justify capital expenditure
4. Interact with other divisions, departments, and the public
5. Investigate and respond to complaints from employees and the public
6. Write memos and prepare reports as needed
7. Coordinate, assign, monitor schedules and activities between work groups in field
8. Ensure vehicles, equipment and material are maintained and repaired in a timely manner
9. Develop and maintain knowledge and skill in the waste services areas being supervised
10. When necessary, assist Crew Leaders and other employees in performing their jobs
11. Other duties as assigned

Responsibilities - Supervisor and/or Leadership Exercised:

Supervise three or more employees belonging to one or more crews, and perform personnel management duties as follows:

- Hire employees when authorized
- Recommend termination when necessary
- Document subordinate employee performance
- Coordinate with Human Resources and complete disciplinary action paperwork or performance improvement paperwork as necessary
- Ensure compliance with policies and procedures
- Resolve conflicts
- Administer Success Strategy Performance Reviews (SSPRs) (employee evaluations)
- Establish expectations and counsel employees on their performance
- Train or arrange for training of employees as applicable
- Utilize available methods of reward and recognition whenever possible
- Monitor attendance, approve timesheets, and requests for time off

Knowledge, Skills, and Abilities:

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of or ability to learn and interpret City of Austin Personnel Policies
- Knowledge of or ability to learn Austin Resource Recovery processes, policies, and procedures
- Knowledge of equipment and vehicles used in waste services
- Skill in directing and assigning work to others
- Skill in reading to understand and apply applicable policies, procedures, and processes
- Skill in reading and writing English necessary to the level of tasks performed
- Ability to understand and follow oral and written instructions in English including manuals and instruction panels
- Oral and written communication skills necessary for providing instruction, feedback, coaching and counseling
- Computer skills in the applications used within the Austin Resource Recovery Department
- Ability to communicate, interpret, and enforce safety procedures
- Leadership skills

Minimum Qualifications:

Operational (CDL required) Positions:

High school diploma or GED plus two (2) years in a leadership or supervisory capacity in Waste Management or related industry as determined by Management, five (5) years of driving experience with a Commercial Driver's License (CDL) in Waste Management or related industry experience including two (2) years driving specialized equipment

OR

High school diploma or GED plus two (2) years in a leadership or supervisory capacity in Waste Management or related industry as determined by Management, seven (7) years of driving experience a Commercial Driver's License (CDL) in any field

Operational Support (Non-CDL required) Positions:

High school diploma or GED plus two (2) years in a leadership or supervisory capacity, five (5) years of experience in Waste Management or in industry related to position

Licenses and Certifications Required:

Current Class B* Commercial Driver's License

*Must obtain a Class A Commercial Driver's License and or required endorsements within ninety (90) days of employment as required by position.

To be considered for employment in this position applicants must comply with Department of Transportation Federal Regulations and the City of Austin Drug Policy

Licenses and Certifications Preferred:

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.